

2-1988-220



# Information and Instructions

Alberta

DN 8490769

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# Fact Sheet

CANADIANA

AUG 19 1988

## Period of Sale

The selling period for this issue will be from June 1, 1988, to the close of business on June 10, 1988, provided that the Provincial Treasurer may at his discretion discontinue the sale of the Bonds upon giving 24 hours notice.

## Terms and Conditions

- (a) The Bonds will be dated June 16, 1988, and will mature June 1, 1991. Bonds are redeemable semi-annually on December 1 and June 1, and during the three business days thereafter, each year.
- (b) Bonds will be fully registered with simple interest payable by cheque or direct deposit to the registered holder on December 1 and June 1 each year, including maturity, commencing December 1, 1988.
- (c) Interest for the period from June 16, 1988, to November 30, 1988 (inclusive), will be calculated based on the stated annual interest rate for the Bonds multiplied by the number of days in this period (168) divided by 365. Interest payable thereafter will be calculated at one-half the annual rate announced for each six month period.
- (d) The interest rate payable on the Bonds for each interest period is guaranteed to be at least 8% per annum, however, the rate may be set higher than this guaranteed rate for any period during the term of the Bonds. The interest rate payable on the Bonds for the period from June 16, 1988 to November 30, 1988 (inclusive), will be set on or before May 26, 1988. The interest rate for each subsequent six month period will be set at least 10 days before the start of the period. This interest rate will be made public through notices provided to the public and participating financial institutions.
- (e) The smallest denomination of Bonds that can be purchased is \$100. Bonds are available in increments of \$100.
- (f) Denominations may be exchanged without charge at the office of the Registrar for larger or smaller denominations in multiples of \$100 except within the twenty day period prior to a redemption date.

## Purchase Price

During the selling period, Bonds may be purchased at par (i.e., \$100 for each \$100 in principal amount purchased).

**Cheques for the amount of Bonds purchased should be dated June 16, 1988, and made payable to the sales agent.**

## Limit on Registered Holdings

The maximum amount of 1988 Bonds that may be purchased and registered in the name of each holder is \$35,000. When Bonds have joint ownership, the maximum is \$35,000 times the number of registered holders.

A holder may register any or all of the Bonds in his own name, or in the name of an RRSP, provided the total beneficial ownership does not exceed the \$35,000 maximum.

## Use of Proceeds

The proceeds from the Bonds will be used to fund certain capital projects undertaken by the Province of Alberta including construction of universities, colleges, hospitals, nursing homes, and water development projects. Proceeds may also be used for general government purposes.

## Eligibility for Registration

The Bonds must be registered to one of the following:

- (a) Individuals resident in Alberta. To qualify as an Alberta resident an individual must normally reside in Alberta and have an Alberta address at the time of purchase;



- (b) Registered Retirement Savings Plans, Registered Retirement Income Funds, Deferred Profit Sharing Plans, Employee Benefit Plans and Registered Pension Plans provided that a majority of the beneficiaries thereof are Alberta residents;
- (c) Corporations, societies and other organizations having permanent establishments in Alberta; and
- (d) Estates and trusts where the beneficial interest in the estate or trust accrues principally to Alberta residents.

## Applications

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Application forms will be distributed to branches as soon as they are available.

## Redemption Prior to Maturity

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Bonds are redeemable semi-annually prior to maturity at the option of the registered holder. This means that commencing December 1, 1988, the registered holder has the opportunity, on December 1 and June 1, and during the three business days thereafter, each year, to cash in the Bonds for their full face value. The transaction can be handled by tendering the Bonds on or before December 1 or June 1, or during the three business days thereafter, at any branch in Canada of a participating investment dealer, bank, trust company, credit union or at Treasury Branches.

**No interest will be paid on those Bonds redeemed for the period after the normal redemption dates of December 1 and June 1.**

The encashing financial institution will process the Bond certificate through the clearing system to the Clearing Agent and credit the face value of the Bonds to the customer on the redemption date. Interest payable to the normal redemption date will be forwarded to the registered holder by cheque or direct deposit in the normal manner. On or after maturity, the Bonds are to be processed in the same manner as redemptions prior to maturity.

Encashment will also be permitted at any time in the event of the death of the registered holder by tendering the Bonds directly to the Registrar. In this case, interest will be paid to the date of encashment.

If December 1 or June 1 falls on a Saturday or Sunday or a day on which the above institutions are generally not open for business, the redemption date for tendering the Bonds will be the next following business day, and the extended redemption period will be the three following business days.

## Transferability

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Bond ownership may be transferred in the event of death by applying, in writing, to the Registrar, Guaranty Trust Company of Canada.

Bonds may be transferred between an individual and an RRSP or vice versa providing beneficial ownership of the Bonds does not change. The registered holder should contact the Registrar with transfer instructions. Bonds are not assignable, however, the Province has no concern with the use of the Bonds as collateral.

## Cancellation

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A purchase application may be cancelled by providing notification by the close of business on June 10, 1988, or the close of business on the day following the termination of the selling period, whichever is earlier, to the branch of the Sales Agent where the application was originally completed.

## Delivery of Bonds

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It is intended that Bonds will be available for delivery to registered holders on or about August 22, 1988.

## Information Regarding 1987 Alberta Capital Bonds

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The interest rate on the 1987 Alberta Capital Bonds for the period June 1, 1988, to November 30, 1988 (inclusive), and subsequent interest periods, will be the same as the rate on 1988 Alberta Capital Bonds if the latter rate is 8½% or higher. Interest paid on 1987 Alberta Capital Bonds is guaranteed to be at least 8½% until maturity.

Commencing December 1, 1988, interest will be paid semi-annually by cheque or direct deposit to the registered holder on December 1 and June 1 for the remaining term of the 1987 Bonds, unless the registered owner wishes to maintain annual interest payments.

**For additional information please refer to the Information and Instruction Booklet.**

The logo for the Government of Alberta, featuring the word "Alberta" in a stylized, blue, sans-serif font. The letter 'A' is particularly large and has a unique design with a vertical bar on its left side.





# Information and Instructions

CANADIANA

AUG 19 1988

## Section 1 General Information

### 1.1 Definitions

In this booklet, the following words and expressions, wherever used, shall have the following meanings:

**Bonds:** Those Bonds issued by the Province of Alberta known as 1988 Alberta Capital Bonds.

**Sales Agents:** Participating investment dealers, banks, trust companies, credit unions and Treasury Branches approved by the Province of Alberta to sell the Bonds.

**Central Branch:** The designated office in Alberta of an investment dealer, bank, trust company, credit union or Treasury Branches.

**Registrar:** The body from time to time appointed by the Province of Alberta to act as registrar and transfer agent for the Bonds, presently being Guaranty Trust Company of Canada.

### 1.2 Use of Proceeds

The proceeds from the Bonds will be used to fund certain capital projects undertaken by the Province of Alberta including construction of universities, colleges, hospitals, nursing homes, and water development projects. Proceeds may also be used for general government purposes.

### 1.3 Period of Sale

The selling period for this issue will be from June 1, 1988, to the close of business on June 10, 1988, provided that the Provincial Treasurer may at his discretion discontinue the sale of the Bonds upon giving 24 hours notice.

### 1.4 Terms and Conditions

- (a) The Bonds will be dated June 16, 1988, and will mature June 1, 1991. Bonds are redeemable semi-annually on December 1 and June 1, and during the three business days thereafter, each year, as described under Redemption Prior to Maturity (1.7).
- (b) Bonds will be fully registered with simple interest payable by cheque or direct deposit to the registered holder on December 1 and June 1 each year, including maturity, commencing December 1, 1988. Interest payments made by direct deposit will be credited on the interest payment dates.
- (c) Interest for the period from June 16, 1988 to November 30, 1988 (inclusive), will be calculated based on the stated annual interest rate for the Bonds multiplied by the number of days in this period (168) divided by 365. Interest payable for each six month period thereafter will be calculated at one-half the annual rate announced for that six month period.
- (d) The interest rate payable on the Bonds for each interest period is guaranteed to be at least 8% per annum, however, the rate may be set higher than this guaranteed rate for any period during the term of the Bonds. The interest rate payable on the Bonds for the period June 16, 1988 to November 30, 1988 (inclusive), will be set on or before May 26, 1988. The interest rate for each subsequent six month period will be set at least 10 days before the start of the period. This interest rate will be made public through notices provided to the public and participating financial institutions.



- (e) The smallest denomination of Bonds that can be purchased is \$100. Bonds are available in increments of \$100. For example, bonds can be purchased in denominations of \$600, \$700, \$800, etc.
- (f) Denominations may be exchanged without charge at the office of the Registrar for larger or smaller denominations in multiples of \$100 except within the twenty day period prior to a redemption date.

### 1.5 Purchase Price

During the selling period, Bonds may be purchased at par (i.e., \$100 for each \$100 in principal amount purchased).

**Cheques for the amount of Bonds purchased should be dated June 16, 1988, and made payable to the sales agent.**

### 1.6 Limit on Registered Holdings

The maximum amount of 1988 Bonds that may be purchased and registered in the name of each holder is \$35,000. When Bonds have joint ownership, the maximum is \$35,000 times the number of registered holders.

A holder may register any or all of the Bonds in his own name, or in the name of an RRSP, provided the total beneficial ownership does not exceed the \$35,000 maximum.

### 1.7 Redemption Prior to Maturity

Bonds are redeemable semi-annually prior to maturity at the option of the registered holder. This means that commencing December 1, 1988, the registered holder has the opportunity, on December 1 and June 1, and during the three business days thereafter, each year, to cash in the Bonds for their full face value. The transaction can be handled by tendering the Bonds on or before December 1 or June 1, or during the three business days thereafter, at any branch in Canada of a participating investment dealer, bank, trust company, credit union or at Treasury Branches. **No interest will be paid on those Bonds redeemed for the period after the normal redemption dates of December 1 and June 1.**

The encashing financial institution will process the Bond certificate through the clearing system to the Clearing Agent and credit the face value of the Bonds to the customer on the redemption date. Interest payable to the normal redemption date will be forwarded to the registered holder by cheque or direct deposit in the normal manner. On or after maturity, the Bonds are to be processed in the same manner as redemptions prior to maturity.

Encashment will also be permitted at any time in the event of the death of the registered holder by tendering the Bonds directly to the Registrar. In this case, interest will be paid to the date of encashment.

If December 1 or June 1 falls on a Saturday or Sunday or a day on which the above institutions are generally not open for business, the redemption date for tendering the Bonds will be the next following business day, and the extended redemption period will be the three following business days.

### 1.8 Application Forms

Application forms will be distributed to branches as soon as they are available.

### 1.9 Eligibility for Registration

The Bonds must be registered to one of the following:

- (a) Individuals resident in Alberta. To qualify as an Alberta resident an individual must normally reside in Alberta and have an Alberta address at the time of purchase;
- (b) Registered Retirement Savings Plans, Registered Retirement Income Funds, Deferred Profit Sharing Plans, Employee Benefit Plans and Registered Pension Plans provided that a majority of the beneficiaries thereof are Alberta residents. (In this case the Bonds should be registered in the name and number of the plan.);
- (c) Corporations, societies and other organizations having permanent establishments in Alberta; and
- (d) Estates and trusts where the beneficial interest in the estate or trust accrues principally to Alberta residents. (In this case the Bonds should be registered in the name of the trust.)



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### 1.10 Transferability

Bond ownership may be transferred in the event of death. The Executor of the Estate is to endorse the Bond certificates and submit them to the Registrar, Guaranty Trust Company of Canada, with specific transfer instructions. The request for transfer must include appropriate documentation to show the Executor's authority to administer the Estate of the Bondholder.

Bonds may be transferred between an individual and an RRSP or vice versa providing beneficial ownership of the Bonds does not change. The registered holder should contact the Registrar with transfer instructions.

New Bond certificates will be mailed to the new registered holder(s) by the Registrar.

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### 1.11 Assignability

Alberta Capital Bonds are not assignable, however, the Province has no concern with the use of the Bonds as collateral.

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### 1.12 Cancellation

A purchase application may be cancelled by providing notification by the close of business on June 10, 1988, or the close of business on the day following the termination of the selling period, whichever is earlier, to the branch of the Sales Agent where the application was originally completed.

## Section 2

# Information Regarding 1987 Alberta Capital Bonds

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### 2.1 Interest Rate

The interest rate on 1987 Alberta Capital Bonds for the period June 1, 1988, to November 30, 1988 (inclusive), and subsequent interest periods, will be the same as the comparable rate on 1988 Alberta Capital Bonds if that rate is 8½% or higher. Should the interest rate on 1988 Alberta Capital Bonds be below 8½% (for any period), the interest rate paid on 1987 Alberta Capital Bonds is the guaranteed minimum 8½% rate.

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### 2.2 Interest Payment

Holders of 1987 Alberta Capital Bonds are being advised through a brochure included with the June 1, 1988, interest cheques that commencing December 1, 1988, interest will be paid semi-annually on December 1 and June 1 for the remaining term of the 1987 Bonds. Holders who wish to continue to have interest paid on an annual basis are required to inform the Registrar, in writing, by June 30, 1988.

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### 2.3 Redemption

Commencing June 1, 1988, the extended redemption privilege will be available to holders of 1987 Alberta Capital Bonds. Bonds may be tendered for redemption on or before normal redemption dates, however, they will also be accepted for redemption during the three business days following a redemption date. No interest will be paid on Bonds for the period after the normal redemption dates of December 1 and June 1.



## Section 3

# Purchase Applications — Form A1

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### 3.1 General Information

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All applications for Bonds must be made on Purchase Application Form A1:

- Copy 1 Registrar's copy of Form A1 is for the use of the Registrar.
- Copy 2 Registrar's copy of Form A1 is for the use of the Registrar.
- Copy 3 Registrar's copy of Form A1 will be returned to the branch with the Bonds.
- Copy 4 Branch's copy of Form A1 is for the records of the branch and should be retained in accordance with the policy of each institution.
- Copy 5 Purchaser's copy of Form A1 is to be given to the purchaser and serves as an interim receipt until the Bonds are delivered.**

### 3.2 Preparation of Purchase Application — Form A1 (See Appendix)

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- (a) The "Date of Application" is to be printed in Box 1. It is the day on which Form A1 is completed by the purchaser.
- (b) The first name, middle initial(s) and last name of the registered holder are to be printed in Boxes 2 and 3. Registrations with the initial first, for example, J. Philip Smith, should have J. Philip written in Box 2 and Smith written in Box 3.

Additional registration space is provided to accommodate lengthy registrations. These lines are intended for use in situations where there is a corporate name, co-ownership, joint ownership, survivorship, an estate or a trust. (Acceptable forms of registration are illustrated in Section 3.3, "Registration Information".)

When the Bonds are to be registered in a non-individual format, the registration particulars must begin in Box 2 of the registration area and continue on the next three registration lines until the registration is complete. The Sales Agent should fill in these registration lines for the purchaser.

- (c) The "Care of" line, Box 4, is to be used for the following:
  - (i) in situations where the registered holder designates an address of a person or an institution through which the registered holder can be located;
  - (ii) in all estate registrations;
  - (iii) if the street address is too lengthy to fit into the street address space, then the first line of the address may be entered in the "Care of" line.
- (d) The address information in Boxes 5 through 8 should be the mailing address where interest cheques are to be sent.
- (e) The Social Insurance Number ("S.I.N.") of the registered holder, Box 9, while not mandatory information, should be indicated if possible. If the registered holder does not have a S.I.N., or if the registration is for other than an individual, the S.I.N. box should be left blank. The registered holder's S.I.N., when indicated, becomes a unique reference number which can be an important aid if the Bonds become lost, stolen or destroyed.
- (f) All copies of the Purchase Application (Form A1) must bear the identification (domicile) stamp of the Sales Agent. Box 10 is provided at the top right of the form to accommodate this stamp. **Sales Agents should stamp all copies of the form.**
- (g) The Sales Agent's branch will identify itself on the Purchase Application by entering its five (5) digit branch number and four (4) digit institution number as assigned by the Canadian Payments Association in Box 11. Investment dealers should enter their Canada Savings Bond identification number.
- (h) Use Box 12 to list the number of Bonds and denominations to be purchased. The smallest denomination of Bonds that can be purchased is \$100. Bonds are available in increments of \$100. **It is preferred that a single denomination for the full amount of the purchase be used.** However, the purchaser may desire multiple or varying denominations and such a request may not be refused.



Care should be taken to ensure that the Number of Bonds multiplied by the Denomination is equal to the Amount of Purchase for each denomination requested.

The Sales Agent must place the sum of the Number of Bonds for all denominations in Box 13 and the total amount of all Bonds purchased in Box 14.

- (i) The “Method of Payment” section, Box 15, must be completed by the purchaser or Sales Agent and a choice of payment must be initialled by the purchaser. Each Selling Agent will establish procedures for handling purchasers’ cheques, debiting purchasers’ accounts and transferring the funds to the Central Branch. **Cheques or drafts should be dated June 16, 1988, and made payable to the sales agent.**
- (j) If the purchaser’s name and address is the same as the name of the registered holder as indicated in Boxes 2 through 8, Box 16 should be ticked. If the purchaser’s name and address are different, then Box 16 should be filled out in detail.
- (k) The “Interest Payments” section, Box 17, must be completed by the purchaser or Sales Agent and the choice of interest payment method must be indicated and signed by the purchaser or his Agent.
- (l) The purchaser or his Agent must sign the application in Box 18 and, if possible, provide a telephone number where the purchaser or his Agent may be contacted.
- (m) Box 19 is for the purchaser, registered holder, or his Agent to acknowledge receipt of the Bonds upon delivery.

### 3.3 Registration Information

All registrations, including joint and co-ownership registrations, must show the given name first and family name (surname) last. Particular attention should be paid to the correct spelling of both given and family names.

Registration may be in the following forms:

- (a) In the name of **one person**: John Doe. In the case of a married woman, her own first name, not her husband’s, must be provided: Mary Doe.
- (b) In the names of **two or more persons as co-owners** without the right of survivorship:
  - (1) John Doe and Mary Doe
  - (2) John Doe and Mary Doe and James Doe

- (c) In the names of **two or more persons jointly and their survivor or survivors**:

- (1) John Doe and Mary Doe and Survivor
- (2) Joe Doe and Mary Doe and James Doe and Survivor

- (d) In the names of **corporations, nominees, societies, lodges, etc.**, such registrations should not include the names of officials as these officials may change:

- (1) The Doe Creek Development Co. Limited
- (2) The Doe Society of Alberta
- (3) Doe Lodge No. 100

- (e) Where the Bonds are being purchased by the estate of a deceased person, the Bonds may be registered in the name of the estate: Estate of Mary Doe. Where desired, the registration may be in the names of executors, administrators, or trustees of estates: John Doe, Executor of the Estate of Mary Doe; John Doe and John Smith, Executors of the Estate of Mary Doe. When a Bond is registered in any one of the forms under this part, the name of the individual to whom interest cheques will be sent must be furnished in the “Care of” portion of the address.

- (f) For trusts governed by eligible registered plans:

- (1) Union Trust Company in trust for John Jones RRSP number 26641
- (2) Union Trust Company in trust for John Doe DPSP number 12345
- (3) Green Body Shop in trust for William Smith EPSP number 21465.

### Important

**Forms of registration other than those acceptable forms specified above may be rejected by the Registrar.**

Examples of **unacceptable** forms of registration are as follows:

- (1) Terry and Suzanne Smith
- (2) Dr. Keith Smith
- (3) Jack Doe MP
- (4) Joan Smith in trust for Mary Smith
- (5) Barry Taylor and Survivor
- (6) David Smith or Anne Smith

### 3.4 Sub-Agents

The appointment of sub-agents is not permitted.



## Section 4

# Application Summary — Form A2

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### 4.1 General Information

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Purchase Applications must be batched and transmitted to the Central Branch as often as practical and at least weekly with summary information for that batch recorded on the Application Summary (Form A2). A supply of Form A2's will be provided to the branches by each Central Branch.

- Copy 1 Registrar's copy of Form A2 is for the use of the Registrar.
- Copy 2 Registrar's copy of Form A2 is for the use of the Registrar.
- Copy 3 Registrar's copy of Form A2 will be returned to the Branch with the Bonds.
- Copy 4 Central Branch's copy of Form A2 is for the use of the Central Branch.
- Copy 5 Branch's copy of Form A2 is for the records of the Branch and should be retained in accordance with the policy of each institution.

### 4.2 Preparation of Application Summary — Form A2 (See Appendix)

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The Sales Agent's branch will:

- (a) Identify itself on the Application Summary (Form A2) by entering its branch number and institution number (9 digits) in Box 1. In Box 2 the Sales Agent will identify its Central Branch by entering the Central Branch's 9 digit branch/institution number.
- (b) Assemble the Purchase Applications (Form A1) received from customers or prepared by Sales Agents at least once each week and more frequently in large branches.
- (c) Prepare branch batches consisting of at least 20 where possible and up to 100 Purchase Applications per batch.
- (d) For each batch, count the number of Purchase Applications (maximum 100 per batch) and enter the total number in Box 3 provided on the left-hand side of Form A2.
- (e) Add the number of Bonds purchased (sum of Box 13 figures for all Purchase Applications in batch) and enter this total in Box 4 on the left-hand side of Form A2.

- (f) Add the total amount purchased (Box 14) from all Purchase Applications in the batch and enter in the Total Par Value space (Box 5) of Form A2.
- (g) **Stamp all copies of Form A2 with the identification (domicile) stamp of the Sales Agent.** Box 6 is provided at the top right of the form to accommodate this stamp.
- (h) The employee completing Form A2 should sign his name in Box 8.
- (i) Have the batch arithmetic checked and Form A2 signed by the branch manager or a designate in Box 9.
- (j) Central Branches requisitioning Bonds for their own customers must act exactly as a branch does, i.e., complete an Application Summary (Form A2), for each batch, which must be included as part of the Central Branch Settlement Letter (Form A3), to be received by the Registrar by 12:00 noon June 16, 1988.
- (k) Branch batches must be received by the Central Branch on or before June 14, 1988.

### 4.3 Branch Forwarding Procedures for Applications

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- (a) Retain Copy 5 of the Application Summary (Form A2) and Copy 4 of all Purchase Applications (Form A1) as a distinct and separate batch for branch use.
- (b) Forward Copies 1, 2, 3 and 4 of the Application Summary (Form A2), together with Copies 1, 2 and 3 of the relevant Purchase Applications (Form A1), to the Central Branch. Please do not staple or fold any of these forms.
- (c) For each batch use a large envelope to avoid folding and damaging any of the documents, and ensure that documents are securely fastened (but not stapled) together.



## Section 5

# Central Branch Settlement Letter — Form A3

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### 5.1 General Information

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Each day a Central Branch Settlement Letter (Form A3) and a cheque or bank draft must accompany the branch batches of Purchase Applications (Form A1) and the Application Summary (Form A2) for each branch.

- Copy 1 Registrar's copy of Form A3 is for use of the Registrar.
- Copy 2 Registrar's copy of Form A3 is for use of the Registrar.
- Copy 3 Registrar's copy of Form A3 will be receipted and returned to the Central Branch.
- Copy 4 Central Branch's copy of Form A3 is for use of the Central Branch.

### 5.2 Central Branch Forwarding Procedures

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- (a) When the branch batches of Purchase Applications (Form A1) are received at the Central Branch, Copy 4 of each Application Summary (Form A2) is to be carefully removed from the batch without altering the order of the Purchase Applications included in each branch batch and is to be retained by the Central Branch.
- (b) Each day, the Central Branch is to batch the Application Summaries (Form A2) received that day and prepare the Central Branch Settlement Letter (Form A3), summarizing the amount of Bonds represented by the batch of Application Summaries.
- (c) The Settlement Letter (Form A3) is to be forwarded daily or as often as practical to the Registrar at:

Guaranty Trust Company of Canada  
Suite 380, 402 - 9 Avenue, S.W.  
Calgary, Alberta  
T2P 3C5

**All Settlement Letters are to be delivered to the Registrar no later than 12:00 noon June 16, 1988, and must include the following:**

- (i) Copies 1, 2 and 3 of the Settlement Letter (Form A3); and
- (ii) Copies 1, 2 and 3 of branch batches of Purchase Applications (Form A1) as submitted by each branch and Copies 1, 2 and 3 of the Application Summary (Form A2) for each branch batch.
- (iii) A cheque or bank draft from the Central Branch dated June 16, 1988, and payable to the Provincial Treasurer must accompany each Settlement Letter (Form A3). Payment must equal the sum of the Total Amount Purchased figures on all Purchase Applications (Form A1) as recorded on the Application Summaries (Form A2).
- (d) Use an envelope which is sufficiently large to avoid folding and damaging any of the documents.
- (e) Copy 3 of the Settlement Letter (Form A3) will be receipted and returned to the Central Branch.

### Important

The originals (Copy 1) of Forms A1, A2 and A3, are to be handled with care so as not to damage the documents. In the handling and transmittal process, care should also be taken to ensure that each branch batch of Purchase Applications (Form A1) is kept together with its own Application Summary (Form A2).

The accuracy of material submitted is critical as any discrepancies will cause all of the material covered by a Settlement Letter (Form A3) to be returned to the Central Branch.



## Section 6

# Procedures for Cancellations

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- (a) A Purchase Application may be cancelled by providing notification by the close of business on June 10, 1988, or the close of business on the day following the termination of the selling period, whichever is earlier, to the branch of the Sales Agent where the purchaser originally completed the application.
- (b) Upon receipt of notification from the purchaser, the Sales Agent will pull Copy 1 of the Purchase Application (Form A1) and return the cheque or bank draft to the purchaser.
- (c) If Copies 1, 2 and 3 of the Purchase Application have already been forwarded to the Central Branch, the Sales Agent must notify the Central Branch in writing to cancel the application.
- (d) Copy 4 of the cancelled Purchase Application and the batch number from the Application Summary (Form A2) should be included with the written notification of cancellation to the Central Branch for onward transmission to the Registrar. This will facilitate the reconciliation of the applications at the Central Branch.
- (e) Any funds forwarded from the Central Branch to the Registrar pertaining to cancelled applications or NSF cheques will be returned to the Central Branch by the Province.

## Section 7

# Delivery of Bonds to Branches

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- (a) On or about August 22, 1988, the Registrar will deliver completed and registered Bond certificates to Central Branches together with Copy 3 of the Purchase Applications (Form A1), and Copy 3 of each Application Summary (Form A2); these batches are to be matched to the Central Branch copies of the Application Summaries to ensure complete reconciliation.
- (b) Bonds are wrapped by individual branch batch with Copy 3 of the Purchase Applications (Form A1) and Copy 3 of the Application Summary (Form A2) and are shipped to branches by the Central Branch. Branches are expected to open the packages immediately upon receipt to verify the contents against Copy 3 of the Application Summary which is inside the package. **Delivery of the Bonds to the registered holder should be made as quickly as possible, but no later than September 2, 1988.**
- (c) After the contents of the package have been verified, the Bonds should be matched to the branch copy (Copy 4) of the Purchase Application (Form A1). Registrations should be carefully compared to the information on the Purchase Application and the complete Bond numbers recorded on the branch copy of the relevant Purchase Application.
- (d) When the Bonds are delivered to the purchaser, a receipt is to be obtained using the appropriate section (Box 19) of the branch copy (Copy 4) of the Purchase Application (Form A1).



## Section 8

# Sales Reports

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All Bond co-ordinators are to report the number of applications received and the total value of Bonds sold by their institution for each business day of the selling period by 2:00 p.m. on the following business day to:

Alberta Treasury  
Securities Administration  
Telephone: (403) 427-3043

Bond co-ordinators are expected to call Alberta Treasury even if they have no sales to report.

## Section 9

# Inquiries

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Until June 16, 1988, any inquiries regarding the sale and processing of Bonds should be directed to the Co-ordinator in the Central Branch or to:

Pemberton Securities Inc.  
Bond Information Desk  
1710 Bow Valley Square 2  
205 - 5 Avenue S.W.  
Calgary, Alberta  
T2P 2V7  
Telephone: (403) 262-9599

After June 16, 1988, inquiries should be directed to the Co-ordinator in the Central Branch who may choose to consult with the Registrar at:

Guaranty Trust Company of Canada  
Suite 380, 401 - 9 Avenue, S.W.  
Calgary, Alberta  
T2P 3C5  
Telephone: (403) 292-1000

## Section 10

# Remuneration

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Selling Agents will be paid selling and distribution fees of 0.8250 of one per cent of the aggregate principal amount of Bonds sold and distributed.

No part of any commission may be rebated to any purchaser, either private or corporate, having a proprietary interest in the ownership of the Bond being purchased. Neither may any rebate reach an employer of the purchaser or a fellow employee.



## Section 11

# Redemption Procedures

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The following is an outline of procedures for the handling of redemption requests for the Bonds prior to maturity:

- (a) Redemption requests (except in the event of the death of the Bondholder) are to be received by any branch of a participating investment dealer, bank, trust company, credit union or by Treasury Branches on or before December 1 or June 1, or during the three business days thereafter, each year.
- (b) When the Bond is presented for redemption the institution should ensure that the entire Bond certificate is intact.
- (c) Bondholders, or the duly appointed Agent of the Bondholder, must sign their name and complete their address on the reverse side of the Bond on the lines provided.
- (d) As with any other item endorsed and handled by investment dealers, banks, trust companies, credit unions or Treasury Branches, the right of recourse in cases of fraud due to reported thefts or Bond alterations, is mandatory. Therefore, the normal rule of "know your endorser" applies.
- (e) The bottom half of the Bonds should be detached and cleared on December 1 or June 1, to the Clearing Agent using normal clearing arrangements. The top half of the Bonds should be retained by the branch in accordance with the policy of each institution. Please note that the normal dates of settlement for redemptions are December 1 and June 1, and settlements are not to be negotiated prior to these dates.
- (f) A Bondholder who redeems a Bond at a participating institution on December 1 or June 1, or on the three business days thereafter, receives the face value of the Bond on the redemption date. The Bondholder who redeems his Bond on June 1 or December 1, or on the three business days thereafter, will receive, prior to June 1 or December 1, an interest cheque or direct deposit representing interest since the last interest date in the normal manner.
- (g) T-5 Forms will be issued annually by the Registrar for all interest payments made during the calendar year and will be mailed directly to the Bondholder at the registered address.
- (h) Any Bonds not endorsed by the Bondholder or the duly appointed Agent of the Bondholder will be returned for proper endorsement.
- (i) Redemption in the event of the death of the Bondholder may be accomplished by submitting directly to the Registrar:
  - (i) Bond certificate(s) with the endorsement of the Executor of the Estate,
  - (ii) appropriate documentation to show the Executor's authority to administer the Estate of the Bondholder, and
  - (iii) instructions specifying the name and address of the payee.
- (j) **Note that in order to redeem a portion of a Bond the Bondholder must deliver the Bond to the Registrar 20 days prior to an interest payment date requesting that the Bond be reissued in specified denominations.**

At maturity (June 1, 1991), the above procedures are to be followed except that redemption requests may be received at any time after June 1, 1991. Interest accrues on the Bonds only until May 30, 1991.





# Purchase Application

Document Control Number

176843

**NAME AND ADDRESS OF REGISTERED OWNER**

① Date of Application

010688

② First Name and Initial

JOHN E

③ Last Name

DOE

THIS ADDITIONAL SPACE IS PROVIDED FOR A LENGTHY OR JOINT REGISTRATION

AND IS TO BE COMPLETED BY SALES AGENT;

IN THIS CASE BEGIN ON First Name LINE

④ Care Of (If Required)

⑤ Street Address, Apt. No., R.R. or P.O. Box

67 PINE BLVD

⑥ City, Town, or Post Office

YOUTOWN

⑦ Province

ALTA

⑧ Postal Code

⑨ Social Insurance Number (Optional)

T1K2J9G32403231

⑩ Sales Agent's Branch Stamp

⑪ Branch

Institution

987654321

**12 BOND PURCHASE DETAILS**

Number of Bonds	Denominations	Face Value of Purchase
1	X \$ 700	\$ 700
1	X \$ 2000	\$ 2000
	X \$	\$
⑬ Total Number of Bonds	MINIMUM BOND DENOMINATION IS \$100 PLUS ADDITIONAL INCREMENTS OF \$100.	⑭ Total Amount Purchased
2		\$ 2700

DELIVERY OF THE BONDS WILL BE MADE THROUGH THE SALES AGENT

**16 PURCHASER'S NAME AND ADDRESS**Purchaser's Name and Address: Same as above ☒ (✓) or:  
Name

Address

City, Town, or Post Office

Province

Postal Code

**18 SIGNATURE OF PURCHASER**

I hereby agree to purchase Alberta Capital Bonds on the terms and conditions as set out on the reverse side.

X John Doe

Signature of Purchaser or Agent

Telephone Home 321-9876

Telephone Business 321-5432

**19 RECEIPT OF BONDS**

I acknowledge receipt of the above Alberta Capital Bonds.

Bond serial nos. \_\_\_\_\_

X

Signature of Registered Owner or Agent

Date \_\_\_\_\_ 19\_\_\_\_

**15 METHOD OF PAYMENT**

PAYMENT IS TO BE DATED JUNE 16, 1988.

Initial A or B below

JED A Payment in full is attached in favour of the Sales Agent

OR

B I hereby authorize the Sales Agent herein to DEBIT my account for payment in full

Account Number

**17 INTEREST PAYMENTS**

Indicate choice and sign below

☐ A Cheque; or☒ B Direct Deposit

Name of Institution

FINANCIAL INSTITUTION

Branch

Institution

987654321

Account Number

4088465

X

Signature of Purchaser or Agent





# Application Summary

Summary of  
Purchase Applications for  
ALBERTA CAPITAL BONDS

SAMPLE

Batch Number

11483

1 Branch	Institution
9 8 7 6 5	4 3 2 1
2 Central Branch	Institution
1 2 3 4 5	4 3 2 1
3 Number of Application Forms Attached	20
4 Number of Bonds Requested	137
5 Total Par Value of Requested Bonds \$	41100

6 Sales Agent's Branch Stamp
7 Date
01 06 88

To be forwarded by Branch to Central Branch in prepared batches consisting of 20 A1 forms where possible, and not more than 100 A1 forms. Batches must be forwarded at least weekly.

8	B. Smith
	Prepared By
9	M. Jones
	Checked by Branch Manager or Designate

## IMPORTANT

Your Alberta Capital Bonds Sales Agent and Central Branch identification numbers must be entered in full including zeros in box 1 and box 2 of this form. Sales Agents with an official 9 digit transit number allocated by the Canadian Payments Association must use that number (Branch Number: 5 digits, Institution Number: 4 digits). In the case of investment dealers only, the institution number is their Canada Savings Bond identification number.

Failure to use your Sales Agent identification number may result in serious delays in the processing and delivery of the bonds that you require.





# Central Branch Settlement Letter

Document Control Number

13674

Guaranty Trust Company of Canada  
Suite 380, 401 - 9 Avenue, S.W.  
Calgary, Alberta  
T2P 3C5

SAMPLE

Attention: Alberta Capital Bond Co-ordinator

Re: Alberta Capital Bonds

We 

Central Branch	Institution
12345	4321

 enclose the following:

1. Cheque/Bank draft # 10023 dated June 16, 1988 in the amount of \$ 241,100 made payable to the Provincial Treasurer.

2. Application Summaries (Form A2) along with supporting Individual Bond Purchase Applications (Form A1) detailed as follows:

Central Branch Stamp

Date

01-06-88

Application Summary (Form A2)			Application Summary (Form A2)		
Batch Number	Transit Number	\$ Amount of Batch	Batch Number	Transit Number	\$ Amount of Batch
1 12345	98732-4321	200,000	11		
2 11483	98765-4321	41,100	12		
3			13		
4			14		
5			15		
6			16		
7			17		
8			18		
9			19		
10			20		
Total Value \$ 241,100			Total Value \$		

Total Number of Batches 2 and Total Value \$ 241,100 of today's settlement.

Total Number of Batches 0 and Total Value \$ 0 submitted prior to today's date.

Maximum 20 Application Summaries (Form A2)  
per Central Branch Settlement Letter  
(Form A3).

COURIER DELIVER/HAND DELIVERY

J. Smith  
Prepared By

R. F. Smith  
Checked by Branch Manager or Designate

N.L.C. - B.N.C.



3 3286 08490781 1



# Important Information for 1987 Bondholders



Dear 1987 Alberta Capital Bondholder:

On behalf of the Government of Alberta, we would like to thank you for supporting our province through your purchase of 1987 Alberta Capital Bonds. Your investment has contributed to the construction of health and educational facilities across Alberta, a legacy for all Albertans.

You should be aware of some changes that have been made to make your investment even more attractive. For the remaining two year term of your bond(s), interest payments will be made every six months, rather than once a year. This will allow you the opportunity to receive the return on your investment sooner.

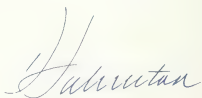
We are also pleased to announce that if the interest rate on the 1988 Alberta Capital Bonds is above the guaranteed minimum rate of 8½% on your bond(s) for any remaining six month period, you will receive the higher interest rate for that period.

Finally, your Government would like to invite you to continue to support Alberta again this year by making an additional investment in the 1988 Alberta Capital Bonds. Information and application forms for these bonds will be available at your participating local financial institution.

Yours sincerely,



Don Getty  
Premier



Dick Johnston  
Provincial Treasurer



# Changes Affecting 1987 Alberta Capital Bonds

## Interest Rate

The interest rate for any six month period in the remaining term of the 1987 Alberta Capital Bonds will match the rate paid on 1988 Alberta Capital Bonds for the corresponding six month period if that rate is 8½% or above. If the rate paid on 1988 Alberta Capital Bonds is below 8½%, the interest rate paid on 1987 Alberta Capital Bonds will continue to be the guaranteed minimum rate of 8½%.

## Interest Payment

Commencing December 1, 1988, interest on 1987 Alberta Capital Bonds will be paid semi-annually by cheque or direct deposit for the remaining term of the Bonds, unless a registered holder notifies the Registrar that continued annual payments are desired. No further action is required by the registered owner to receive semi-annual interest payments.

If you wish to continue to receive annual interest payments, check the appropriate box provided on the attached form and return to the Registrar, Guaranty Trust Company of Canada, by June 30, 1988.

## Redemption Period

1987 Alberta Capital Bonds will be accepted for redemption on June 1 and December 1, and three business days thereafter, each year, commencing June 1, 1988. Interest will be paid by cheque or direct deposit for the period up to the normal redemption date in the normal manner. No interest will be paid on those Bonds redeemed for the period after the normal redemption dates of December 1 and June 1.

To: Guaranty Trust Company of Canada  
Corporate Trust Department  
Suite 380, 401 - 9 Avenue, S.W.  
Calgary, Alberta T2P 3C5

## Registered Name(s)

(As Shown on Bond Certificate)

I (We) hold 1987 Alberta Capital Bonds registered as above and instruct you to make the changes noted below:

- ☐ **Receive Interest Payment by Direct Deposit**

**Financial Institution:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Account Number:** \_\_\_\_\_

**Account Type:** \_\_\_\_\_

Please enclose a sample cheque for the above account. The micro-encoding is needed to make arrangements for automatic depositing. The cheque should be marked void. This authorization will remain in effect until specifically cancelled by you.

- ☐ **Receive my interest payments on an annual basis only and do not wish to have interest paid semi-annually on June 1 and December 1 each year.**

CANADIANA

☐ **Change of Address**

**Old Address:**

AUG 19 1988

Street

City

Province

Postal Code

**New Address:**

Street

City

Province

Postal Code

Dated

Phone Number

Signature(s)

## 1988 Alberta Capital Bonds On Sale June 1

- **Fully guaranteed by the Province of Alberta**  
...for security
- **Fully registered**  
...for safety
- **Attractive interest rate, guaranteed to be at least 8% and reset each 6 months**  
...with interest paid semi-annually until maturity on June 1, 1991
- **Redeemable semi-annually at full face value**  
...for flexibility

**Further information is available from participating investment dealers, banks, trust companies and credit unions, and from Treasury Branches.**

**Sales will end on or before June 10, 1988.**

The logo for the province of Alberta, featuring the word "Alberta" in a stylized, blue, sans-serif font. The letter "A" is particularly large and has a unique shape. The logo is positioned in the bottom right corner of the page, set against a background of diagonal blue and white stripes.





# ALBERTA CAPITAL BONDS

1988

Issued by the  
Province of Alberta

# **1988 Alberta Capital Bonds**

A direct investment in the future of Alberta. That's 1988 Alberta Capital Bonds.

An attractive interest rate fixed for six month periods, with a guaranteed minimum rate for each interest period of 8% per annum — a safe, convenient investment. A way for Albertans to participate in the building of their Province.

## **A Secure Investment**

1988 Alberta Capital Bonds — principal and interest — are fully guaranteed by the Province of Alberta.

## **For Albertans**

1988 Alberta Capital Bonds are available only to Albertans.

## **Easy to Acquire**

1988 Alberta Capital Bonds are available throughout Alberta from participating investment dealers, banks, trust companies and credit unions, and from Treasury Branches.

## **For the Future**

1988 Alberta Capital Bonds will help to build new facilities at universities and colleges, hospitals and nursing homes, and water development projects...facilities for a stronger Alberta in the future. Proceeds may also be used for general government purposes.



<b>Guaranteed</b>	Principal and interest are guaranteed by the Province of Alberta.
<b>Interest Rate</b>	The interest rate payable on the Bonds for each interest period is guaranteed to be at least 8% per annum. However, the rate may be set higher than this guaranteed rate for any period during the term of the Bonds. The interest rate payable on the Bonds for the period June 16, 1988, to November 30, 1988 (inclusive), will be set on or before May 26, 1988. The interest rate for each subsequent six month period will be set at least 10 days before the start of the period. This interest rate will be made public through notices provided to the public and participating financial institutions.
<b>Interest Payment</b>	Interest will be paid semi-annually on December 1 and June 1 of each year. Interest will be paid by cheque or direct deposit.
<b>Maturity</b>	Bonds will mature on June 1, 1991.
<b>Limit on Registered Holdings</b>	The maximum amount of 1988 Bonds that may be purchased and registered in the name of each owner is \$35,000.
<b>Denominations</b>	The smallest denomination of Bonds that can be purchased is \$100. Bonds are available in increments of \$100.
<b>Fully Registered</b>	Bonds will be fully registered.
<b>Redeemable</b>	Bonds are redeemable semi-annually, commencing December 1, 1988, for their full face value by tendering the Bonds, on or before December 1 or June 1, or during the three business days thereafter, each year, at any branch in Canada of a participating investment dealer, bank, trust company, credit union or at Treasury Branches. No interest will be paid for the period after the normal redemption dates of December 1 and June 1.
<b>Transferable</b>	Bond ownership may be transferred in the event of death by applying, in writing, to the Registrar, Guaranty Trust Company of Canada. Registration may also be changed from an individual to an RRSP or vice versa providing beneficial ownership does not change. Bonds are not assignable but may be used as collateral.
<b>Available only to Alberta investors</b>	Bonds may be registered to individuals resident in Alberta at the time of purchase; Registered Retirement Savings Plans, Registered Retirement Income Funds, Deferred Profit Sharing Plans, Employee Benefit Plans, Registered Pension Plans provided that a majority of the beneficiaries thereof are Alberta residents; corporations, societies and other organizations having permanent establishments in Alberta; and estates and trusts where the beneficial interest in the estate or trust accrues principally to Alberta residents.
<b>Sales Agents</b>	Participating investment dealers, banks, trust companies, credit unions, and from Treasury Branches.

## **Notice to 1987 Alberta Capital Bond Owners**

The interest rate on the 1987 Alberta Capital Bonds will be the same as the rate on the 1988 Alberta Capital Bonds if the latter rate is 8½% or higher for any interest period. Interest paid on 1987 Alberta Capital Bonds is guaranteed to be at least 8½% until maturity.

Commencing December 1, 1988, interest will be paid semi-annually by cheque or direct deposit to the registered owner on December 1 and June 1, for the remaining term of the 1987 Bonds, unless the registered owner wishes to maintain annual interest payments.

C1  
AUG 19 1988

# On Sale June 1

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- **Fully guaranteed by the Province of Alberta**  
...for security
- **Fully registered**  
...for safety
- **Attractive interest rate, guaranteed to be at least 8%, and reset each 6 months**  
...with interest paid semi-annually until maturity on June 1, 1991
- **Redeemable semi-annually at full face value**  
...for flexibility

**Sales will end on or before June 10, 1988.**

Further information is available from participating investment dealers, banks, trust companies, credit unions, and from Treasury Branches.

The logo for the Government of Alberta, featuring the word "Alberta" in a stylized, white, serif font. The letters are slightly shadowed, giving them a three-dimensional appearance as if they are floating above or attached to the blue background. The background of the entire right half of the advertisement is a solid dark blue, with a diagonal band of lighter blue running from the bottom left towards the top right.